



PIH.RHIIP.TA Message # 2011-55 Distributed on October 3, 2011

***** This information is not applicable to Multifamily Housing Programs *****

Please read this important message in its entirety. Contact your EIV Coordinator at your local HUD office if you need assistance.

Attention PHA & HUD EIV User Administrators! EIV user certification is **due by 10/30/2011**. Failure to certify users by 11:59PM, DST on 10/30/2011, will result in termination of EIV access at 12:00AM, DST on 10/31/2011. Certifying users is as easy as 1-2-3! See steps below.

Note to PHAs: PHA User Administrators will be certified by their respective local HUD office.

PHA User Administrators – you are required to certify all EIV users at your PHA (excluding those users who are assigned the role of PHA User Administrator). **PLEASE MAKE SURE THAT THERE IS AT LEAST TWO PEOPLE (UNLESS YOU ARE A SMALL PHA) AT YOUR AGENCY WHO HAS BEEN ASSIGNED THE PHA USER ADMINISTRATOR ROLE!**

Note to HUD FO Staff: HUB/Field Office User Administrators will be certified by the HHQ User Administrator.

HUB/Field Office User Administrators are required to certify all HUD EIV users within their jurisdiction (excluding those HUD users who are assigned the role of HUB/FO User Administrator) **AND** all PHA User Administrators within your jurisdiction. If a PHA does not have anyone with the assigned PHA User Administrator role, you **MUST** certify these users or the system will automatically terminate the user's access at 12:00AM, DST on 10/31/2011. Follow up with these PHAs to ensure completion and submission of an updated form HUD-52676 to designate the PHA User Administrator role to their user ID.

Instructions for Certifying a User

Step 1: Double click on the **User Certification** link [located on the left navigation panel, under **User Administration**]





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Step 2: Your PHA is listed in the PHA selection box. (If there are multiple PHAs assigned to your User ID, you may select the applicable PHA or simply select All). You have the option to select the program type (All, Public Housing or Voucher) and certification status (All, Pending Certification, or Certified Only). After making your selections, double click on the **List Users** button. A list of all users will be displayed.

Enterprise Income VerificationHUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Selection

Select Region and Certification Criteria:

PHA

Select a PHA

* Select Program Type:

All PIH Programs

* Note: Only applicable to PHA

Select Certification Status:

All

List Users

Note: User Administrator certifies that the following documents are on file for each user being certified.

- Access Authorization Form
- User Agreement
- Rules of Behaviour

User Administration >> User Certification Selection >> User Certification

PHA: W County Housing Authority Number of Users: 2 Program Type: All PIH Programs Certification Status: All Change View

1 - 2 of 2 Users

List of Users and their Roles

User Name: David	User ID: M	Last Certification Date: 04/06/2011	Certify User
PHA Occupancy - Application Processor	PHA Occupancy - Public Housing	PHA Occupancy - Voucher	PHA Security Administrator
PHA User Administrator			
User Name: Edwina	User ID: M	Last Certification Date: 04/06/2011	Certify User
PHA Occupancy - Application Processor	PHA Occupancy - Public Housing	PHA Occupancy - Voucher	Program Administrator - Public Housing
Program Administrator - Voucher			

1 - 2 of 2 Users

Confidential. Privacy Act Data. Civil and criminal penalties apply to misuse of this data.



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Step 3: Click on the **Certify User** button for any individual who still requires EIV access. Do not certify any user who:

1. No longer requires EIV access
2. Does not have an EIV Access Authorization form on file
3. Has not completed annual Security Awareness training; and
4. Has not completed initial EIV System training
5. Has not completed updated EIV System training

Once you click on the **Certify User** button, the user will disappear from the list and the count of users will decrease.

Note: If there is not “Certify User” button to click on, the user is already certified as evidenced by the status of “Certified User” as displayed below.

Users self-certify (when the user logs onto EIV) that the training has been completed. An EIV training Certificate of Completion from HUD is not required.

User Administration >> User Certification Selection >> User Certification			
HUD HQ	Number of Users: 222	Certification Status: <input type="text" value="All"/>	<input type="button" value="Change View"/>
Next Group +			
1 - 50 of 222 Users Last Page			
List of Users and their Roles			
User Name: Jason HQ OIG	User ID:	Last Certification Date: 10/03/2011	<input type="button" value="Certified User"/>
User Name: Angelica HQ OIG	User ID:	Last Certification Date: 10/03/2011	Certified User
User Name: George HQ Occupancy	User ID:	Last Certification Date: 04/01/2011	<input type="button" value="Certify User"/>

If you need assistance, contact your designated EIV Coordinator in your local HUD office.

If your EIV Coordinator is unable to resolve your EIV system technical issue, please direct your inquiry to EIV_HELP@HUD.GOV (with a copy to your EIV Coordinator), and include your PHA Code, User ID, description of EIV issue, and a screenshot of your EIV issue.